

8 Mar

MEMORANDUM FOR: EXO

FROM: Mary

SUBJECT: SOP for Notifying Presidential Libraries of Clearances
Held by CRD Representatives

STATINTL According to *compartmented information, B1.* OS/CIB:

1. CIB is charged with the responsibility of notifying non-CIA agencies about clearances held by CIA personnel.

2. To get the information to NARS, we call CIB, and tell them:

STATINTL

- a. Name of people traveling
- b. Destination
- c. SSN
- d. What clearances are required by the destination library
- e. Days trip covers
- f. Points of contact at library (names)
- g. Telephone number of library contacts

CIB then verifies various clearances held by travelers and notifies Alan Thompson, head of security at NARS. Mr. Thompson should then notify the libraries. Note: only clearances that are required should be passed.

3. It is recommended that a couple of days before making the trip, the travelers contact the libraries and ascertain that their clearance confirmation has been received.

4. The point of contact at the libraries will be able to tell the travelers what clearances are necessary for their material. (Note: It may be well to ask if GAMMA is necessary. If an Agency employee has SI, GAMMA is automatically granted by the Agency but may need to be included in the list of required clearances.)

rev'd 8 Mar from Bob A